



# DO YOU HAVE THE ABILITY TO POWER THE POSITION?

We are a subsidiary of Sri Lanka's leading private commercial bank HNB PLC, and a leader in the finance industry with an immaculate record of over 20 years, offering a diversified portfolio of financial services catering to a multitude of sectors through an integrated network of 60 Branches and 10 Service Centers spread across the island. We have been recognized and awarded as one of the Best Workplaces in Sri Lanka and Asia.

With the expansion of our operations, we are on the lookout for talented and professional individuals to join our organization.

## Junior Receptionist

### Person's Profile and Job responsibilities

- 1 Year of working experience in a similar capacity.
- Female candidates below 25 years of age.
- Good computer literacy
- Excellent communication skills in Sinhala & English (Tamil preferred)
- Strong interpersonal skills
- Answering incoming calls and the ability to respond quickly.
- Respond to customer requirements with empathy
- Capable of handling stressful situations

## Call center Agents (05 vacancies)

### Person's Profile and Job responsibilities

- Six months of working experience in the field of customer care / School leavers also encouraged to apply.
- Age below 23 years
- Excellent communication skills in Sinhala & English (Tamil preferred)
- Handling inbound and outbound calls to provide accurate details to customers.
- Negotiation skills, providing solutions for customer complaints with empathy
- Capable of handling stressful situations
- Good computer skills

If you are willing to take up the challenge, forward your resume via e-mail OR by post within 10 days of this advertisement along with the details of two non-related referees, to the address stated below or to [hr@hnbfinance.lk](mailto:hr@hnbfinance.lk)

### Senior Manager - Human Resources

HNB FINANCE PLC

No.168, Nawala Road, Nugegoda, Sri Lanka.

Tel: 0112 02 48 48/0113 18 487

Email: [hr@hnbfinance.lk](mailto:hr@hnbfinance.lk)

**HNB** | **FINANCE**

